

DDA

ODP-81-1420
28 OCT 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Request for Leave Without Pay

[REDACTED]

1. Attached is a memorandum from [REDACTED] an Office of Data Processing employee, requesting Leave Without Pay for maternity reasons. [REDACTED] last work day will be 30 October 1981, and her expected date of delivery is 18 November 1981. As of pay period ending 17 October 1981, [REDACTED] leave balance was 47 hours annual leave and two hours sick leave.

2. In view of the above, it is requested that Leave Without Pay be granted through 1 January 1982, to begin at the expiration of her accumulated sick and annual leave.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachment:
As stated

APPROVED:

Deputy Director for Administration

Date

ODP/Pers/[REDACTED] 27Oct81
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2-O/ODP w/o att
1-ODP Pers
1-ODP Soft file
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